

**DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT**

700 North 10th Street, Room 258  
Sacramento, CA 95814-0338  
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January 16, 2008

To: LIHEAP Contractors

Subject: **2006 LIHEAP Close-Out Report**

The 2006 Low-Income Home Energy Assistance Program (LIHEAP) Contract with the Department of Community Services and Development (CSD) expired on December 31, 2007. Per contract requirements, no purchases or other obligations should be made after the expiration date. The Close-out Report is due to CSD on, or before, **March 31, 2008**.

Enclosed are the following forms which are necessary to complete your 2006 LIHEAP Contract Close-out Report.

- LIHEAP Close-Out Checklist and Certification of Documents  
Transmitted CSD 733 (Rev. 1/08)
- LIHEAP Excess Revenue and Interest Income Close-out Reconciliation Report  
CSD 733F (Rev. 1/08)
- LIHEAP Close-Out Equipment Inventory Schedule CSD 733G (Rev. 1/08)

To better assist you with the 2006 close-out reconciliation process, the Data Base Management System (DBMS) statement will no longer be included in CSD's Close-out packages. Aggregate expenditure data can now be located in CSD's Expenditure Activity Reporting System (EARS). Please refer to your agency's EARS YTD data for this contract. Reconciliation reports will be submitted as adjustments (see #2 below).

The following steps are provided to assist you with the preparation and submission of the Close-out Report to CSD:

1. CSD 733 (Rev. 1/08): The Close-out Checklist (CSD 733) must be submitted with your Close-out Report. EARS reports are submitted electronically. Check the appropriate boxes and assemble the forms (if applicable) in the order in which they are listed on the checklist. Sign the certification at the bottom of the checklist verifying that all documents are accurate, complete, and attached.
2. Expenditure reconciliation Adjustment Reports for Weatherization and/or ECIP/HEAP/Assurance 16/Intake must be applicable to the reporting period in which the adjustment occurred. Use the 2006 LIHEAP EARS reporting process to report fiscal or programmatic adjustments to the data previously submitted to CSD. Report any adjustments with a plus or minus (+ or -) to both programmatic and expenditure data. Please note the reporting period(s) being adjusted in the "Comments" section the Close-out Checklist (CSD 733) form. Please do not send in hard copy adjustment reports with your Close-out Report.

3. CSD 733F (Rev. 1/08): This form replaces LIHEAP Excess Revenue and Interest Income Expenditure and Close-out Report (CSD 733F). The revised document includes separate pages for reconciling by line item your Weatherization and Assurance 16/Intake/ECIP/HEAP Budgets by reporting Actual Costs, Direct Program Activities, and Reimbursements during the Program Year. In addition, it will be used for reporting Interest Earned/Excess Revenue balances through 2005 and for calculating any funds the agency earned/expended in Excess Revenue/Interest during the 2006 Program Year. Lastly, it will calculate any remaining balances which shall be carried forward into the 2007 Program Year. Please download this Excel formula-driven form and instructions off CSD's Website for your use.
4. CSD 733G (Rev. 1/08): Use this form to report equipment inventory of items purchased with LIHEAP funds.

Forward one copy of the Close-out Report to CSD no later than **March 31, 2008**, to the following address:

Department of Community Services and Development  
700 North Tenth Street, Room 258  
Sacramento, CA 95814  
Attention: Field Operations, Energy Services Unit

Should you have any questions or need assistance in completing the Close-out Report, please contact your Field Representative.

Sincerely,

LORRAINE YAMADA, Manager  
Energy Services, Field Operations

Enclosures